



ELIGIBILITY MODULE

MAERS - WIOA

OVERVIEW

What is WIOA?

Public Law 113-128

The Workforce Innovation and Opportunity Act (WIOA) is the new federal law that governs the national Adult Education program. WIOA requires the alignment and integration of Education services with Employment and Training activities. The goal of WIOA is to provide customer centered services that put people to work faster, in higher paying jobs and have needed skills to better educate their children.

Affect to MAERS?

With WIOA will come many MAERS changes. These changes will be taking place in phases over the current 2016-2017 program year and the MAERS Team will keep you up to date on these changes as they are implemented.

The following slides will provide information on the new Eligibility module which will capture the funding sources and program types that the participant is eligible to receive for each program year they are active.

ELIGIBILITY MODULE

Once in a participant record, use the Participant Navigation bar or the Footer button to move to the Eligibility module.

- It is required to complete Eligibility for each program year the participant is active in the program
- This module should be done after the pre-test is entered and before enrolling the participant into classes

The screenshot displays the MAERS Data Entry interface. At the top, there are tabs for 'Participants', 'Provider Admin', 'Reports', and 'Special Functions'. Below these, a 'Registration for: JIVES, JULIE J' header is visible. A dropdown menu is open, showing options: 'Registration', 'Assessments', 'Eligibility' (highlighted with a red arrow), 'Class Enrollments', 'Class Attendance', 'Planned Gaps', 'Achievements', 'Program Exit', 'Follow Up', 'Print Registration', 'View Participant History', 'Enter Tickler', and 'Alternative Contacts'. The main form area contains fields for 'Local Student Number' (JJ2), 'Last Name' (JIV), 'First Name' (JUL), 'Middle Initial' (J), 'Maiden Name', 'Alternate Phone + Ext.', 'Address', 'City', 'State', 'Zip', 'SSN (confirm)', 'UIC Number (Requested)', 'Email' (JIVES_J12@YAHOO.COM), and 'OTHER' (checked). A 'Next Tab »' button is at the bottom right. A footer bar contains buttons: 'Update' (highlighted with a red arrow), 'Reset Form', 'Update and Enter Assessment', and 'Cancel'. Below the footer bar is a navigation bar with buttons: 'Registration', 'Assessments', 'Eligibility', 'Class Enrollments', 'Class Attendance', 'Planned Gaps', 'Achievements', 'Program Exit', 'Follow Up', 'Print Registration', 'View Participant History', and 'Enter Tickler'.

Registration ID	Participant Name	Status	Record Provider
12014920	JULIE JIVES	01/2015	JOHNSON AE (Code: JOHNSON2)

Registered By	Registration Provider
SUE JOHNSON (JOHNSONS28)	JOHNSON AE (Code: JOHNSON2)

ELIGIBILITY HISTORY

1. A PY (Program Year) row will display for each program year a participant is active

Note: The new program year row will be blank at the start of the program year until selections are made

2. Click on the PY link to add, update, or view the eligible funding and programs for the participant

3. Displays the Funding Source names selected for the participant

4. Displays the number of Program Types selected for the participant

Note: A zero will display if the participant is not in a specific program

5. Displays a Yes to indicate if Co-Enrolled in a WIOA Title I, III or IV program or in post-secondary

6. Displays a Yes to indicate if in an Integrated Education Training (IET) program

Registration for: JIVES, JULIE J

Eligibility History

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
12014920	JULIE JIVES	JJ2017	Active as of 07/01/2015	JOHNSON AE (Code: JOHNSON2)

PY	Funding	Program Types	Co-Enrollments	In IET
2016				
2015	Federal	1	Yes	Yes

Registration	Assessments	Eligibility	Class Enrollments	Class Attendance	Planned Gaps
Achievements	Program Exit	Follow Up	Print Registration	View Participant History	Enter Tickler

ELIGIBILITY – FUNDING TAB

1. Select one or more funding sources which the Participant will be eligible for in the program year
2. Display of date and time of last update
3. The MAERS ID which updated the record
4. If 'Other' is selected, specify the funding source
5. Click on the Program Types tab or Next Tab to move to the Program Types tab

Notes:

- This tab is required to be completed each program year prior to enrolling the participant into any classes
- WIOA Title II – General Instruction and WIOA Title II – Institutional cannot be selected together within the same program year

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
12014920	JULIE JIVES	JJ2017	Active as of 07/01/2015	JOHNSON AE (Code: JOHNSON2)

Funding	Program Types	Co-Enrollments	IET History
Program Year: 2016			

Select ALL funding sources as applicable.				
Fiscal Agent	Funding Source	Selected?	Last Updated	By User
Johnson SD	WIOA Title II - General Instruction	<input checked="" type="checkbox"/>		
Johnson SD	WIOA Title II - Institutional	<input type="checkbox"/>		
Johnson SD	WIOA Title II - IELCE	<input type="checkbox"/>		
Johnson SD	Other	<input type="checkbox"/>	04/24/2017 @ 04:42:43 PM	JOHNSONS28
If "Other" funding, please specify:				
MENOMINEE ISD	State School Aid - Section 107	<input checked="" type="checkbox"/>		
MENOMINEE ISD	State - MDOC	<input type="checkbox"/>		
MENOMINEE ISD	Section 107 Pilot	<input type="checkbox"/>		

Update	Update and go to Eligibility History	Reset Form	Cancel	Next Tab »
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ELIGIBILITY – PROGRAM TYPES TAB

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
12014920	JULIE JIVES	JJ2017	Active as of 07/01/2015	JOHNSON AE (Code: JOHNSON2)

Funding	Program Types	Co-Enrollments	IET History
Program Year: 2016			
Program Type (Select all that apply)			
Program Type	Select	Last Updated	By User
Correctional Facility	<input type="checkbox"/>		
Community Correctional Program	<input type="checkbox"/>		
Other Institutional Setting	<input type="checkbox"/>		
Family Literacy Program	<input checked="" type="checkbox"/>	04/20/2017 @ 03:14:24 PM	JOHNSONS32
Workplace Literacy Program	<input type="checkbox"/>		
GED to School Program	<input type="checkbox"/>		
** Select if the Participant is not in any Program Type **			
None of the Above	<input type="checkbox"/>		

« Prev Tab	Next Tab »
4 →	5 →

Update	Update and go to Eligibility History	Reset Form	Cancel

1. Select one or more programs which the participant is enrolled into for the program year

Note: Select 'None of the Above' if the participant is not enrolled into any of the programs listed

2. Display of date and time of last update
3. The MAERS ID which updated the record
4. Click on one of the Update buttons to save the selections for Funding and Program Types
5. Or click on Co-Enrollments tab or Next Tab to move to the Co-Enrollments tab

Notes:

- This tab is required to be completed each program year prior to enrolling the participant into any classes

ELIGIBILITY – CO-ENROLLMENTS TAB

1. Select one or more Core Programs in which the participant is enrolled
2. Type in the Agency name
3. Display of date and time of last update
4. The MAERS ID which updated the record
5. Click on one of the Update buttons to save the selections on all tabs
6. Or click on IET History tab or Next Tab to move to the IET History tab

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
12014920	JULIE JIVES	JJ2017	Active as of 07/01/2015	JOHNSON AE (Code: JOHNSON2)

Funding	Program Types	Co-Enrollments	IET History

1

Program Year: 2016

2

3

4

Co-Enrollment Information.				
Core Program	Select	Agency Name	Last Updated	By User
Job Service (Title III)	<input type="checkbox"/>			
MRS (Title IV)	<input type="checkbox"/>			
MWA (Title I)	<input type="checkbox"/>			
Postsecondary	<input checked="" type="checkbox"/>	LANSING COMMUNITY COLLEGE	04/20/2017 @ 03:15:08 PM	JOHNSONS32

« Prev Tab

6

Next Tab »

5

Update

Update and go to Eligibility History

Reset Form

Cancel

Notes:


- The Co-Enrollments tab is optional however collecting this data will be helpful to the program in providing appropriate services to the participant
- Co-enrollment into postsecondary is a Section 107 measure and will be reported on the Achievements History screen

ELIGIBILITY – IET HISTORY TAB

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
12014920	JULIE JIVES	JJ2017	Active as of 07/01/2015	JOHNSON AE (Code: JOHNSON2)

Funding	Program Types	Co-Enrollments	IET History
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Program Year: 2016

Row	Post Sec?	Training Type	Provider	MWA	Last Updated	By User
 Enter new IET						

« Prev Tab

[Update](#) [Update and go to Eligibility History](#) [Reset Form](#) [Cancel](#)

Click Enter new IET to add an Integrated Education Training program

1. Select Yes or No if training is at a post secondary level
2. Add the type of training
3. Add the provider name
4. Select the MWA from the dropdown list if the training is through an MWA (optional)
5. Click Submit

Enter New IET

1 → ☐ Post Secondary?: ☐

2 → Training Type:

3 → Provider:

4 → MWA:

5 → [Submit](#) [Cancel](#)

ELIGIBILITY – IET HISTORY TAB CONT.

Registration ID	Participant Name	Local Stud. No	Status	Record Provider
12014920	JULIE JIVES	JJ2017	Active as of 07/01/2015	JOHNSON AE (Code: JOHNSON2)

Funding	Program Types	Co-Enrollments	IET History
Program Year: 2016			

Row	Post Sec?	Training Type	Provider	MWA	Last Updated	By User
1	Yes	WELDING	LANSING COMMUNITY COLLEGE		04/24/2017 @ 10:57:13 AM	JOHNSONS28

1 → « Prev Tab

2 → Enter new IET

3 → Update Update and go to Eligibility History Reset Form Cancel

1. Click on the row link to update or delete the IET
2. Click Enter new IET to add an additional Integrated Education Training program
3. Click on one of the Update buttons to save the selections on all tabs

Note:

- The IET History tab is optional due to not being a required activity. However, it is required to be tracked if it is known that the participant is enrolled in an IET program.

Q & A

Q: Can I change a funding source if I saved the incorrect one?

- A. Yes, but at least one funding source must be selected to save the record. This change can happen anytime up to September 30th following the program year.

Q. If a participant doesn't qualify for any Program Types, why must I select 'None of the Above'?

- A. The proper selection of program types is important for end of year performance reporting. To assure this tab isn't looked at as optional, something must be selected to save the record.

Q. Why do funding sources and program types have to be selected before I enroll the participant into a class?

- A. The funding sources and program types the participant is eligible for may determine which class(es) they can be enrolled into.

Q. How do I know if a participant is co-enrolled in another core program or IET?

- A. This is self-reported by the participant and should be updated each program year.

The MAERS User Manual will be updated as soon as possible with the changes but in the interim, short power point presentations will be sent out via Listserv Emails with each change. These power points will be located on the MAERS page of the Adult Education website at www.michigan.gov/wda.

Please contact the MAERS helpdesk with any questions at MAERS@michworks.org.